18 DEC 1979

STAT
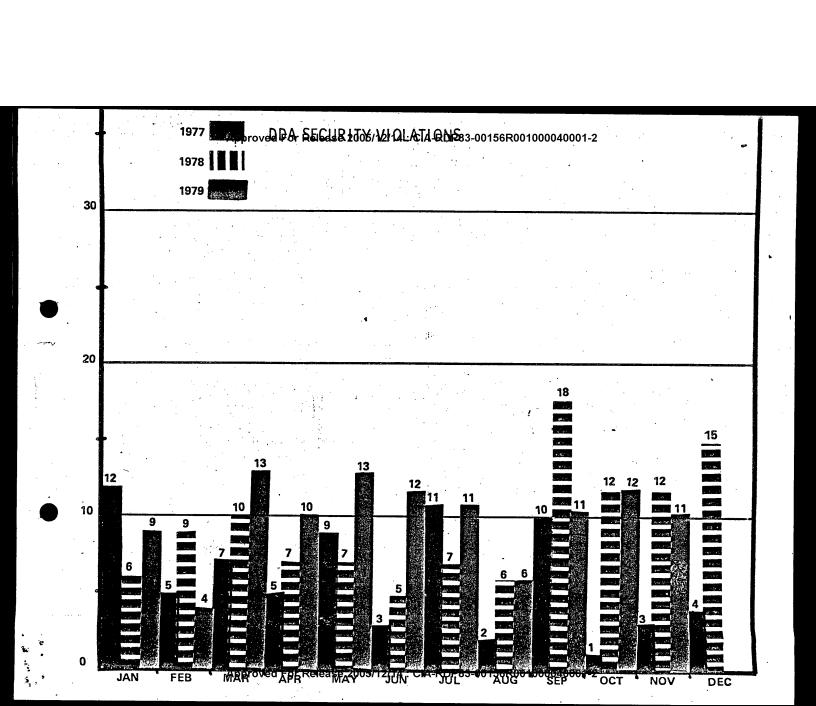
MEMORANDUM FOR: Deputy Director for Administration

FROM:

Deputy Director of Security,
Physical, Technical and Overseas Security

SUBJECT: Security Violations--Directorate of
Administration

1.   Attached for your information is a report reflecting
that 11 security violations were charged during November 1979
to employees of DDA components. Also attached is a graph
which compares, by month, the number of violations for your
components for the years 1977, 1978, and 1979.

STAT

2.   It is to be observed that if secondary security
check procedures had been in effect as called for by Head-
quarters Handbook   , five of these security
violations might have been avoided.

STAT

Attachments

OS 9 3033

ROUTING AND TRANSMITTAL SLIP

Date: 27 Dec 79

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. STAT DDA FYI		
2.		
3. DD/SEC CPTOS		
STAT **4.**		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DD/A Registry
79-3917

To 3:

    I think it would be useful to send
a note to Office Directors from DDA
reminding them to ensure double-check procedures.
Would you please prepare it.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Clifford D. May, Jr. STAT Associate Deputy Director for Administration	7 D 24 Hqs

5041-102

OPTIONAL FORM 41 (Rev. 7—76)
Prescribed by GSA
FPMR (41 CFR) 101—11.206

1 - DDA Subject

DDA SECURITY VIOLATIONS

1977
1978
1979

30

20

18

15

13   13
12   12   12   12   12
10   10   10   11   11   11   11
9   9   9   10
7   7   7   7   7   10
6   5   5   6   6
5   4   3   2
4   1   3   4

0
JAN   FEB   MAR   APR   MAY   JUN   JUL   AUG   SEP   OCT   NOV   DEC

DD/A SECURITY VIOLATIONS - NOVEMBER 1979

	Open Safe	Exposed Classified Material	Other	TOTAL
O-DD/A	0	0	0	0
Office of Communications	1 1/	1	0	2
Office of Finance	0	0	0	0
Office of Logistics	1	0	0	1
Office of Medical Services	0	0	0	0
Office of Personnel	0	0	0	0
Office of Security	1	0	0	1
Office of Training	2 2/	2	0	4
Office of Data Processing	2	0	0	2
Information Services Staff	1	0	0	1
TOTAL	8	3	0	11

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security Violations - November 1979 Monthly Report - DD/A

FROM:		EXTENSION	NO.
Deputy Director of Security (PTOS)			OS 9 3033
			DATE 18 DEC 1979

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
DD/A 7D18 Hqs				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13. DD/A 7D18 Hqs				
14.				
15.				

FORM 610 1-79 USE PREVIOUS EDITIONS